



## SEVEN MONTHS OF ELECTRONIC FILING

Mandatory Electronic Case Filing (ECF) for the Western District of Washington has been in effect since June 1, 2004. In the last seven months, a large number of attorneys and their staff have attended free training classes in order to learn the technical and procedural applications of this new system. Participants have profited from the opportunity to learn new filing techniques and to test these new skills while being monitored by a member of the ECF Support Team.

For those who have not had the opportunity to attend ECF training, there are two upcoming classes this Winter. These classes will be offered at the new U.S. District Courthouse in Seattle at 700 Stewart Street. In addition, on-site classes can be arranged if a large number of participants is anticipated and a computer training room is available.

As an incentive for participation, attorneys who attend this free training class will receive 2.5 CLE credits.

To reserve your space in an upcoming class, or to request on-site training, please call:

**ECF Help Desk****1-866-323-9293****TRAINING CLASSES**

at the US District Courthouse, Seattle

Feb 17, 10 - 12 pm

March 8, 1 - 3 pm

Additional classes TBA

## Proposed Local Rule Revisions

**went into effect on****Jan. 1, 2005**

Revisions of Local Rules can be found at:

[www.wawd.uscourts.gov](http://www.wawd.uscourts.gov)

## FEE INCREASES

Please note the following fee increases for Western Washington U.S. District Court beginning in January and February, 2005.

**Attorney Admission Fees increase on Feb. 1.**

- Attorney admission - \$200 per attorney.
- Pro Hac Vice - \$75 per attorney per case.

**Civil Filings Fees increase on Feb. 7.** The new filing fee is \$250 per case.

**PACER Fees increased on Jan. 1.** The access fee has increased from \$.07 to \$.08 per page, with maximum charge capped at \$2.40. **Please note that transcripts are exempt from "free peeks" and PACER fee caps.**

# Q & A

## "What do I need to use CM-ECF?"

1. A personal computer or Macintosh.
2. A word processing application such as Microsoft Word or Word Perfect.
3. Internet access.
4. Netscape Navigator, Internet Explorer, or any browser.
5. Software to convert documents into .pdf files. ★
6. Scanning equipment for pages containing non-attorney signatures.
7. Helpful, but not necessary, a broadband or DSL connection. Please note that dial-up modems require more time to file documents in the ECF system.

★ Later versions of WordPerfect (versions 9.0 and higher) do not require additional software to publish documents to .pdf format.

## Tips and Tricks

**Civil Complaints** and other initiating documents are NOT filed electronically. These filings are sent by e-mail, U.S. mail, or messenger, and are submitted in paper or formatted on a disk. To submit via e-mail, please attach documents as .pdf files. In addition, the filing fee must accompany the complaint unless arrangements for payment have been made with the Court using a credit card on file. The e-mail addresses for submitting civil complaints are:

[newcases.seattle@wawd.uscourts.gov](mailto:newcases.seattle@wawd.uscourts.gov)  
[newcases.tacoma@wawd.uscourts.gov](mailto:newcases.tacoma@wawd.uscourts.gov)

**Proposed Orders** should be attached to the related motion. Following the electronic filing process, the proposed order should also be sent via e-mail to the judge using the corresponding address found in the Electronic Filing Procedures available on the Western District of Washington website. Please **include the case number and the name of the proposed order in the Subject line of the e-mail.**

When using the **Notice of Appearance** event, please be

sure that the box to the left of the Attorney's name is checked. Also, do not forget that the **Notice** box **MUST** be checked, in addition to the box for **Lead** (if appropriate).

All **.pdf files attached to e-mails when opening a new Civil Case should be limited to 2 MB**. This corresponds to the 2 MB limit of all electronic filings. **Remember that attachments to filings are also limited to this size.**

**If you discover an error after filing a document, please call the ECF Help Desk.** Please do NOT attempt to correct your mistake by re-filing the document. We can rectify the error and answer any questions that you may have regarding the event or filing procedure. Please don't hesitate to call us if you need help:

**1-866-323-9293.**

